

**UNCLASSIFIED (U)**

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 2  
Disbursing Officer Handbook

## **4 FAH-2 H-230**

# **FILE MANAGEMENT**

*(CT:DOH-29; 07-19-2013)  
(Office of Origin: CGFS/FPRA/FP)*

## **4 FAH-2 H-231 INTRODUCTION**

*(TL:DOH-1; 06-13-2001)*

The United States Disbursing Officer (USDO) should make every effort to ensure that all financial data, whether paper based or electronic, is easily accessible by authorized personnel. The records management program for the Department of State provides standards, procedures, and techniques that are designed to:

- (1) Create and preserve federal records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, essential transactions of the agency, and records necessary to protect the legal and financial rights of the government and of persons directly affected by the Department's activities.
- (2) Establish effective management controls over the creation, maintenance, and use of records in the conduct of current business.
- (3) Promote the maintenance and security of records deemed appropriate for preservation and facilitate the segregation and disposal of temporary records.
- (4) Provide for the transfer of records to a records center maintained and operated by the archivist or when approved by the archivist and when such action may affect substantial economies or increase operating efficiency, to a center maintained and operated by the Department.
- (5) Establish safeguards against the removal or loss of records determined to be necessary and required by regulations, including making it known to Department officials and employees:
  - (a) That records in the custody of the Department are not to be destroyed except in accordance with 5 FAM 430.
  - (b) The penalties provided by law for the unlawful removal or destruction of records.
- (6) Notify the archivist of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the Department and with the assistance of the Archivist initiate action through the Attorney General for the recovery of records believed to have been unlawfully removed from the Department.

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## **4 FAH-2 H-232 COPIES OF DISBURSING DOCUMENTS**

*(TL:DOH-1; 06-13-2001)*

- a. A completed copy of each disbursing report with original supporting documents (collection documents, certificates, vouchers, telegrams authorizing payments, etc.) which make up the USDO's monthly accounts retained in the Original Voucher File (OVF) of the USDO for administrative use and for audit purposes. This includes copies of reports and supporting documentation sent to other agencies.
- b. Documentation received and produced electronically will be stored electronically—no paper copies will be retained in the OVF.

## **4 FAH-2 H-233 DISPOSITION OF FILES**

*(TL:DOH-1; 06-13-2001)*

The disposition of records encompasses one or more of three types of actions: transfer, retirement, and destruction. Extra copies of documents preserved for convenience of reference are excluded from the legal definition of records.

## **4 FAH-2 H-234 DESTROYING RECORDS**

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- a. No employees shall destroy records, except in accordance with records disposition schedules issued by *A/GIS/IPS* and approved by the National Archives and Records Administration.
- b. All classified and administratively controlled records, including sensitive unclassified records, as defined in 12 FAM, must be destroyed in accordance with the provisions of the security regulations in 12 FAM 539. Security regulations alone do not constitute authority for the disposal of records; they only prescribe the methods of destruction. See Chapter 5 of the U.S. Department of State Records Disposition Schedule. All other unclassified material, authorized for destruction can be disposed of or sold as waste or recyclable paper.

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## **4 FAH-2 H-235 REPORTS RETENTION PERIODS**

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<b>Report</b>	<b>Retention Period</b>	<b>Authority1</b>
OF-234, Combined Exchange Transactions <i>FS-467</i> , Analysis of Balance Due <i>the United States</i>		
SF-1218, Statement of Accounts	5 years	03612
SF-1221, Statement of Transactions		
Cashier files (Note: This is three years after cashier designation is revoked and accounts are cleared.)	3 years	03623
Cashier Reports (Misc.)	3 years	03715
Exchange Transaction Documents	3 years	03626
FSC-60 and FSC-62 Reports	5 years (Note: Monthly reports are destroyed upon receipt of the next monthly report except for the FY end report, which recaps the year's transactions. The Sep 30 FY yearend reports are retained.)	03703
DS-3058 Reports (Includes the FMC-364 reports)	5 years	03625
Local Currency Check Account Files	5 years	03619
Certificate of Destruction and other office correspondence	5 years	051602
Original Vouchers (not commonly kept at an FSC except those entered at the FSC)	6 years & 3 months. After 2-3 years, ship to <i>Federal</i> Records Center and mark for destruction.	03403
Class B Cashier Checking Account Files	12 years	03406

## **4 FAH-2 H-236 RETIREMENT OF FILES**

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FSC files to be retired should be sent to the following address: Department of State, *A/GIS/IPS/CR/RSC*, SA-13, Washington, DC 20520. A cable should be sent notifying the Department of the date and means of shipment, expected arrival date, and the volume of records.

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**4 FAH-2 H-237 THROUGH H-239 UNASSIGNED**